

F. Form(s) of Digital Copies of Database

For each digital form (tape, disk, cartridge, etc.) in which the database can be copied or reproduced using the agency's computer facilities, describe the technical format or presentation of data elements and records. (See also "G," below.)

All digital copies are generated as DOS files (typically, Microsoft DOS 4.20); each copy is represented by one file (which may be several megabytes in size). Files are provided on 1.44 Mb diskettes (IBM-PC compatible). The layout of output files depends on the export type option (.mdb, .rtf, .txt, or .xls) selected. It should be noted that only the .mdb and .xls formats provide data in a form that can be directly manipulated; both the .rtf and .txt formats require additional editing by the user. For further descriptions of these formats, consult the table indexes for this database (see "G" below) and standard references on Microsoft Access 2.0, Microsoft Excel 5.0, and Microsoft Word 6.0a.

G. Database Digital Copy Media and Costs List

For each digital form listed above, note specifications and costs.

Any DOS copy: 1.44 Mb 3-1/2" diskettes, 135 tracks/inch, \$1.00/diskette.

H. Report Reproduction Costs List

For each available printed, plotted, or photographic database output format, list per-unit costs.

Standard 8-1/2 x 11" printer output (200 dpi): \$0.15/page.

I. Custom Services Costs

If the agency volunteers to create or compile a record or report that does not otherwise exist, list known applicable fee(s). Otherwise, list "No custom services available."

Custom report preparation: \$35.00/hr., to be billed in fifteen-minute increments, plus listed costs of digital and printed reproduction media.

J. List of Database Data Modules

List and identify pertinent database tables, files, spreadsheet worksheets, or similar modular units of data. A database may consist of a single data module or a collection of related data modules.

Contacts—The primary database table

Books—Contains address book list and descriptions

Do Not Touch—Operations only, stores "next available" integers and machine numbers

T_States—List of two-char. state/territorial postal codes and full

names—user interface operation only

- Do not list tables, worksheets, etc., used in database maintenance (e.g., a temporary table generated as a result of database administration activities).